

**SECRET**

5 January 1983

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MEMORANDUM FOR: Director of Communications

FROM:

SUBJECT:

Monthly Report - December 1982

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1. During the month of December 1982 there were 12 groups with a total attendance of 345 in conference and training activity [redacted] This compares with 15 groups with a total attendance of 335 during December 1981. There are 37 groups with an estimated attendance of 694 scheduled for the month of January 1983.

2. The annual Welfare and Foster Care Children's Christmas Party [redacted] was held on 11 December. Sixty (60) [redacted] children attended the party this year. They were treated to lunch and a visit by Santa who presented individual gifts.

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4. The shifting of personnel by OTS in [redacted] has caused OTS to request additional telephone service. Ever increasing long-distance calls to contractors have prompted a request for WATTS lines to be incorporated into a Horizon switch that will interface with the existing Centrex switch. Appropriate staffing is being initiated.

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5. On 16 December 1982, Acting Chief, Security Branch, [redacted] escorted two members of the ISSG/OS and DSB/OS on physical security surveys in conjunction with the proposed installation of WANG computers. The surveys went well and installation should be initiated in the near future.

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